

## Sample ADSW Request on Letter Head

1001  
Date

From: The command requesting ADSW support  
To: Commander, Navy Personnel Command (PERS-462)  
Subj: ACTIVE DUTY FOR SPECIAL WORK (ADSW) REQUEST ICO SEAMAN POPEYE SAILOR,  
USNR  
Ref: (a) OPNAVINST 1001.20 (series)  
Encl: (1) ADSW Requirement Information Sheet (Include for an  
emergent requirement which requires discretionary funding)

1. Per reference (a), the following is provided along with enclosure (1) as justification for requesting ADSW support.

a. Requirement Name/Reference Number:

b. Requested start date and end date: (DDMMYY-DDMMYY)

c. Total number of days: (# days)

d. Gaining Command Information

(1) Unit Identification Code (UIC) (Mandatory Field)

(2) Unit Mailing Address (Mandatory Field)

(3) Servicing PSD, location/UIC (Mandatory Field)

(4) Billet/theater specific requirements: (e.g., special reporting instructions, country/diplomatic clearances, security clearances, passport/visa, medical, immunizations, travel, training qualifications, equipment, outfitting and uniforms.) (Mandatory Field)

(5) Gaining Command point of contact: (Name, commercial & DSN telephone number, e-mail address) (Mandatory Field)

e. Funding Data

(1) ADSW funding source: (Military Interdepartmental Purchase Request (MIPR) (DD Form 448); Order for Work and Service (NAVCOMPT Form 2276A) or Requesting RPN/MPN Funding.)

(2) Line of accounting information: (For orders less than 140 days and service member does not reside within 50 miles of the gaining command requesting command must provide OMN/OMNR accounting line) (Mandatory Field)

(a) Standard Document Number (SDN)

(b) Accounting Data line

(c) Dollar amount estimates for "Per Diem", travel, and miscellaneous expenses (include rental car cost in miscellaneous expenses.).

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(3) Travel and entitlement information. (Mandatory Field)

- (1) Rental Car Authorized/Not authorized
- (2) POV authorized/not authorized as advantageous or not advantageous to gov't
- (3) Gov't quarters available/not available
- (4) Gov't messing available/not available
- (5) Member intends to relocated dependents/ship HHG or does not intend to relocate dependents/ship HHG

(4) Member's Desired Travel Itinerary (Mandatory Field)

- (1) Travel start date/mode
- (2) Intermediate stop date(s)/travel mode

g. Service member's information. (The following information is mandatory to process this request.)

- (1) Rank/rate, full name, SSN and designator (officers only), and contact information (Include HOR address, phone number and e-mail)
- (2) Member's supporting NRA name and UIC (Include NRA POC name, telephone number and email address)
- (3) NRA Supporting PSD/NMPS and UIC
- (4) Clearly outline specific incentive and/or special pays which may be authorized with these orders. Also, provide detailed justification or attach appropriate documentation (e.g., sea pay, flight pay, dive pay, proficiency pay).
- (5) Will service member be on annual training (AT) or active duty for training (ADT) orders prior to this ADSW period? If so, what are the reporting and departing dates of the AT/ADT orders?

2. Operational Support Codes (Ref: ALNAVRESFOR 006/04)

- a. Support Category: (Operational or Fleet Training)
- b. Mission Category: (Sea Strike/Sea Shield/Sea Basing/Force Net/Sea Enterprise/Sea Trial/Joint & Unified Support)
- c. Individual Development Category: (Professional Development/Personal Development/Leadership/Certifications & Qualification)

*Signature*

Commander/Commanding Officer or By direction  
representative